

GLOW WDB FINANCE COMMITTEE
GC Career Center/Zoom
Approved Meeting Minutes
9/14/22, 4:00 – 5:00 p.m.

MEMBERS PRESENT: Norb Fuest, Darren Burdick, Jim Pierce, Jocelyn Sikorski, Patti Fales

GUESTS PRESENT: Teresa Van Son, GC Job Development; Kelly Kiebala, Orleans County JDA, Rose Shader and Beth Caton, WCCA

WDB STAFF: Jay Lazarony, Kristine Langless, Michele Nichols (minutes)

Discussion on Service Providers Meeting on Zoom

Jay noted that the Open Meeting Law is now allowing virtual services to attend meetings and count in quorum as long as the location is publicized 2 weeks prior to the meeting. The GLOW WDB is trying in person meetings without virtual services. There was discussion that the Finance Committee voting members should be meeting without non-voting members but allow the Service Providers to attend the meeting in case members have questions/concerns on any items that involve them. It was decided the voting committee members will meet in person starting at 4 pm and the Service Providers will join the meeting around 4:15 either in person or virtually for any questions/concerns members may have. Service Providers will be provided a zoon link to join virtually.

Draft Meeting Minutes of 5/11/22

Jim Pierce made the motion to approve the Draft 5/11/22 GLOW WDB Finance Committee Meeting minutes; Darren seconded the motion; all members present were in favor, and the motion is carried. The 5/11/22 GLOW WDB Finance Committee Meeting minutes are approved.

Amended PY2022 GLOW Budget

The budget was sent to members prior to the meeting.

Jay noted on the Budget:

- The budget includes allocation and Carryover. Training funds = \$150-\$160,000
- GLOW received additional \$50,000 ER-DLW funds, which currently expires on 9/30/22 but GLOW could receive more and it could get extended until 9/23.
- GLOW has approved \$125,000 WIOA Adult Funds already so WIOA Adult training funds are low but has other funds in process.
- Jay requested ARPA funds from each county for training:
 - We received \$50,000 from Orleans and will receive another \$50,000 in January. Orleans County allocated the funds through GLOW WDB GR. Orleans has already been spending.
 - Genesee is in process of submitting \$100,000. Teresa has 15 customers on waiting list for training.
 - Livingston County is in process of submitting \$100,000.
 - Wyoming County is contributing by utilizing CARE Act Funds, which they budgeted for. There has been nothing further on ARPA but Jay will follow up.
 - Jay noted the ARPA funds come in per calendar year and each county's process is different on how they are submitting the funds.

- Each County's ARPA funds being submitted are for their county service provider's customers. Jay will still approve the training but there are no other restrictions as with WIOA eligibility.
- Jay noted that the PY2021 FMR Audit has no findings/no disallowed costs across all funds.
- GLOW will be applying for NYSDOL Re-Imagine Grant due end of December, which will include short term training funds.
- Jay noted that the Ticket-To-Work Revenue Funds are currently depleted. There may be more generating for the future but GLOW is not able to sustain the network with so many other providers having their own network.

VOTE> Jocelyn made the motion to approved the PY2022 amended GLOW budget as presented; Patti seconded the motion; all members present were in favor, and the motion was carried. This will go the 9/20/22 GLOW WDB meeting for a vote.

PY2022 GLOW WDB Blanket Transfer Recommendation

This was sent to members prior to the meeting. Jay explained this recommendation gives Jay permission to do 100% transfers between Adult and DLW for PY2022 (7/1/22-6/30/23). Jay noted that it does include transfer of Admin to Adult or DLW as well. **VOTE>**Jim Pierce made the motion to approve the PY2022 GLOW WDB Blanket Transfer Recommendation as presented; Darren seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/20/22 GLOW WDB meeting for a vote.

Request for Transfer of \$100,000 from WIOA DLW to Adult

This was sent to members prior to the meeting. Jay reported that GLOW has exhausted the Adult funding and would like to request to transfer \$100,000 from WIOA DLW funds to Adult funds. Jay noted the amount shown is low due to only receiving part of PY2022 allocation, which most is for contracted staff and operational, and the balance of allocation won't be until November. There will still be DLW funds as well as the \$50,000 ER-DLW to train DLW. **VOTE>** Jim Pierce made the motion to approve request to transfer \$100,000 WIOA DLW fund to Adult funds as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. This will be presented at the 9/20/22 GLOW WDB meeting for a vote.

Amended GLOW OJT Policy

This was sent to members prior to the meeting. Jay explained that during the audit, the auditor interpreted language different then what is intended so he suggested changing it to make it clearer to: "Reimbursement of wages will be for contracted amount of time worked, including any overtime hours. No holiday, sick, or vacation time can be submitted for reimbursement." Jay explained that we cannot pay time and a half for overtime – we can pay overtime at the contracted hourly wage amount. **VOTE>** Darren made the motion to approve the amended language in the OJT Policy as presented; Jocelyn seconded the motion; all members present were in favor, and the motion was carried. The recommendation will go to the 9/20/22 GLOW WDB Meeting for a vote. It was noted that the employer would pay the balance for time and half (by law), which is the amount that they won't get reimbursed per the OJT contract. There was discussion about wage thresh hold as local contractor may pay more. There is a GLOW self-sufficiency rate to be eligible, which is \$25/hour.

Jocelyn made the motion to adjourn the meeting at 4:48 pm; Jim seconded the motion; all members present were in favor, and the motion was carried. The meeting ended at 4:48 pm

NEXT FINANCE COMMITTEE MEETING: TUESDAY, 11/8/22, 4 – 5 pm